



# DOC WORK CREW

## Information for DOC Work Crew

An approved work site of the Washington State Department of Corrections, in collaboration with Snohomish County CHART Court.

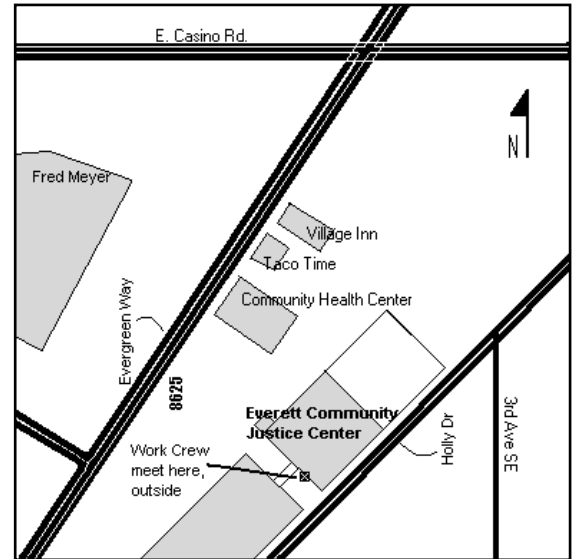
Located at the **Everett Community Justice Center**  
8625 Evergreen Way, Suite 108, Everett

Open **Sun-Weds** 8:00am to 4:00pm ... **EXCEPT** holidays.

Work Crew is supervised by Office of Correctional Operations Correctional Officers

### When participating in DOC Work Crew...

- ✦ **BE ON TIME!** *It is recommended that you plan to arrive early in case you are delayed in traffic.*
- ✦ Be dressed to work outside and in **any** weather. Wear **appropriate** shoes or boots and other clothing.
- ✦ Bring your own lunch and water.
- ✦ Do not call the Work Crew officers to report. *Contact the Drug Court Coordinator or your treatment provider about failure to report.*
- ✦ Parking during the week is limited. **Do not** park in the parking lot around the Community Justice Center.
- ✦ Weekend parking is allowed in the parking lot.
- ✦ If the Work Crew Supervisor has not arrived by 8:30am, report to Suite 108 and sign the client register (*make sure you list "Family Drug Court"*); you may then leave for that day if no Work Crew.



### ♦ IMPORTANT INFORMATION ♦

- ✦ Offenders with medical conditions (such as allergies to pollens or bee stings) are urged to bring appropriate medications. Please inform the Work Crew Supervisor.
- ✦ Offenders with serious medical conditions (such as heart conditions) are directed to inform the Drug Court Coordinator and Work Crew Supervisor immediately.

## WORK CREW ORDERED

\_\_\_\_\_ has been ordered to complete \_\_\_\_ days Work Crew  
by 4:00 PM (noon) Thursday, \_\_\_\_\_, 201\_\_.

You **must** have the Work Crew Supervisor fill in the date you attended and sign.

**PLEASE DELIVER (OR FAX) THE COMPLETED FORM TO THE FAMILY DRUG COURT COORINATOR'S OFFICE AT THE SNO. CO. COURT HOUSE (1<sup>st</sup> Flr), ROOM # C115 BY 4PM ON THE THURSDAY PRIOR TO YOUR FRIDAY FDTC APPEARANCE. FAX TO: (425) 388 – 3597**

Date	Work Crew Supervisor